

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: SERVICE AWARDS PROGRAM COMMEMORATIVE AWARDS	Issued: 7/10/03 10/10/19	No: G-2
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~~SERVICE AWARDS RESOLUTION~~

Purpose

The Waukesha Public Library wishes to express its appreciation to employees for their long and valuable service through the Commemorative Awards Program.

~~WHEREAS, the Waukesha Public Library desires to express its appreciation to employees for long and valuable service through the use of a Service Awards Program;~~

~~—THEREFORE BE IT RESOLVED, that~~

Summary

1. Each library employee who, at retirement, has completed fifteen (15) or more years of library service shall be presented with a ~~special, "Plaque of Appreciation".~~ Commemorative Service Award and/or a City of Waukesha street sign with appropriate wording chosen by the employee (to be displayed for recreational or entertainment purposes only).
2. Employees with twenty (20) years of service shall also have the option of choosing a watch, which indicates their hire date and retirement date engraved on the back of the timepiece, and/or a Commemorative Award.
3. Commemorative awards shall be presented with suitable ceremony by the Mayor and Library Director or his/her designee at a retirement cake/coffee or in private depending on the employee's preference.

~~That such award shall, be presented with suitable ceremony by the Mayor and/or Library Director in front of the appropriate department personnel at the Library Board meeting following the retirement date. The retirement shall be recorded in the official Library and/or City record.~~

4. Arrangements for the presentation of the award to eligible employees shall be the responsibility of the Library Director, or her/his designee.
5. It shall be the responsibility of the City Human Resources Department to annually determine if the retiring employee is eligible for an award, and ~~Human Resources will manage the purchase process of the award. to administer the purchase during each fiscal year.~~

~~Approved by the Library Board 10/10/19~~